

Pelham Hall Management Committee Meeting – 7pm Monday 25th June 2018

DRAFT MINUTES

Present: David May, Adam Burt-Jones, Lance Rowell, Geraint Thomas, John Bradley, Jan Harry, Anne May, Andrew Henstridge, Sarah Haeffner, Ann Oakeley, Roger Forbes

1. **Apologies for absence:** Phil Harris, Karen Rollings

2. **Minutes of previous meeting**

2.1. Accepted

2.2. Agreed to make public

3. **Matters arising not on the agenda**

3.1. **Sale of Oven:** advertised in quite a few different places. (£1300) Price lower to £990 now, but JH feels price should be lower. LR: could keep it for present as it is not taking up much space. Agreed to leave it but reduce price to £895 in ads. ONGOING

ACTION: LR/JH

3.2. **GDPR:** DM 163 agreed to stay on list. RF was going to contact people who have not replied. RF contacted one and they wanted to stay on the list.

3.3. **Kitchen Hygiene** training. JH had a visit from Env Health Officer (information meeting) Alwyn Thomas. V helpful. Normally do a spot check. His wife who is also an EHO may do the check. He has offered to do a group food hygiene session in the Hall, one hour long. Suggestion to open it to whoever wishes from the Village. Access one he will not charge. Next session he will charge £30 total. Ongoing. JH will contact AT re date. Too early to celebrate Hygiene Cert as we have not yet got it.

ACTION: JH

3.4. **CAD DRAWINGS of building.** AB-J will send them to JH.

ACTION: AB-J

4. **Declaration of conflicts of interest:** NONE

5. **Treasurer's report (AH)**

April – June 2018

Total Income £8,975.35

Total Expenses £6,498.58

Bank Balance £22,970.43

Notable figures:

Income from Room Hire £2,256.95

Income from Bar £1,718.38

Film Night Profit £104.25 (Bar takings £173.38)

Supper Night Profit £298.56 (Bar takings £405.90)

100 Club: makes just under £150/month average.

Electricity bill: meters were changed in August. Energy price 11.66p/unit (excl 5% VAT)

We have to find 20% of £30,000 for Energy systems in hall if that comes in.

There was discussion about whether we should consider putting up the prices for food and facilities hire. It was agreed that when we have significant improvement in our facilities by e.g. provision of Broadband, the prices will then be reviewed (at the end of the year).

6. Committee sub groups

6.1. Events Committee report**

Report of 31 May meeting circulated

25th celebrations (Sept 8th) – programme includes

Lunch, Dinner, Mixed cricket match, American tournament tennis, Welly throwing, Tug of War, Sack race, Treasure Hunt on foot, Cake stalls etc, Bar - open all day with real ale, DJ 8pm onwards

JH: short mat bowls too? most expensive is DJ (£200)

DM will be asked to set up ticket sales in advance for the evening meal and disco.

Events Committee to finalise ticket price within the next week or so (an email discussion).

Small steering group (Paula Brady, Sue Milsom, Niki Felstead, Roger Forbes) in charge

Village panto – 3 shows in February planned

Tom Rigby in charge. Ongoing.

Next meeting Thursday June 28th but probably will be cancelled because of people being away. So an Email meeting will have to take place to agree prices so that ticket sales can be set up.

ACTION: EVENTS GROUP

6.2. Buildings Manager report (JH)

6.3. Kitchen Management: From the last minutes

“... need a “Kitchen Manager” to decide Terms and Conditions for kitchen access and use by outside catering, hirers including instructions and cleanliness of kitchen equipment used,

including fridge/freezer/dishwasher, kitchen surfaces, tea towel laundry etc CH to seek someone to be i/c kitchen." CH has left the village. No progress reported. ONGOING

ACTION: ???all?

7. Creation of Bar Committee

In the minutes of July 2016, the following was minuted:

"The Pelham Hall Management Committee was the applicant for the premises licence, thus responsibility for the bar now transferred from the Pelham Social Club to the trustees No additional or new committee sought for this role. Management done on a voluntary basis.

Bar pricing process is done by Roger and Cindy. Prices will fluctuate according to supply prices.

Pelham Hall Management committee to be ultimately responsible for bar items such as:

- *food*
- *stock purchase*
- *sales*
- *Record keeping*
- *bar volunteers*
- *Bar Rota"*

It was noted that Bar sales last year were £11.5k so the Chair asked if it is now time to rethink how the bar is run and proposed: a small group of 3 or 4, chaired by a Trustee, PH Treasurer and/or Chair ex officio?

A lively discussion followed. It currently runs on an ad hoc basis which has become more difficult. It was agreed that a Bar Group be made up, Andy H to chair. He will invite people to join. Geraint is temporarily taking over organising the BAR ROTA while Rog is out of action.

ACTION: AH

8. Broadband connection to the Hall

Basic broadband now ordered by Peach

Should go live this Wednesday with basic broadband

Poor speed expected

Estimated completion date for FTTC connection is August 7th. Estimated speed is 10Mbps when connected.

ACTION: DM/AH

9. Possible future projects update

9.1. A wheelchair friendly lift to 1st floor of the Hall

Quote for £15k approx. from Stiltz lifts

Applications in for grants:

£10000 from the Wales National Lottery Awards for All scheme

Lost our application ☹; now fast-tracked for a decision on June 28th

£3000 from the Bernard Sunley Foundation

Granted 6th June; need balance before we can claim it

£15k may included VAT which we might argue not to pay.

Awaiting result of Lottery meeting on 28th June.

ONGOING

ACTION: DM/AH/RF?/AR?

9.2. Solar energy

Existing quote for £13.2k approx. from Gwent Energy CIC for 11kW system

Applications in for grants:

£10,000 from the Peoples Postcode Trust

Application mix up; situation to be resolved ...

Alistair waiting to hear back. ONGOING

ACTION: DM/AR/AH

9.3. Village hall makeover scheme

We are now one of five Halls selected (Llanishen and Llandogo are of the five)

Qualify for energy survey and limited funds (£1.5 - £2K) to implement simple energy efficiency measures e.g. LED lighting/better insulation

Part of joint application to RCDF for £160k for "full package of energy measures"

MCC submitted Expression of Interest (EOI) 7 June

If EOI is approved, a more detailed stage 2 application is required

20% would need to be found, but is not necessary to look for funding for the £6,400. It is not a prerequisite.

Geraint: a contact in England has got a grant from Severn Wye Energy Agency. (only do Gloucestershire and Worcestershire at present.) G will send DM the details for G's contact to contact a Welsh equivalent.

ACTION: GT/DM

9.4. Upgrade of fire alarm system

Postponed until other projects are completed

10. Emails and website control (RF)

RF was concerned that at the moment David is the only person able to update the website and email contacts. He feels that more than one person should review emails before they are sent out and similarly advise on website content.

A B-J explained that he also has access to both email list and website and can deal with both if necessary.

There was a discussion on whether the website could be further developed. Also the consideration that we need to think about reaching the younger generation via the social media they access, e.g. Facebook/Twitterfeed.

It was generally agreed that the website performs well the task it was set up for: to provide timely information on what is happening in and around the village.

David explained that he tries to get others to give him content and also sends proposed content to relevant individuals for comment as and when it arises. However, he has not succeeded in his requests for others to suggest content. He would be pleased if others would do so.

11. Date of next meeting: Monday, 24th September 2018. If anything urgent arises in the meantime, people can contact by email.

12. AOB: none.